

Professional and Managerial Branch
Fiscal and Tax Administration Group
Purchasing Series

DEPUTY DIRECTOR OF FINANCIAL SERVICES

09/05 (AIM)

General Purpose

Under administrative direction, as an appointing officer, provide executive management of functions of the City's purchasing, contract administration and property control department.

Typical Duties

Plan, organize, coordinate and control identification, acquisition, tracking, disposition and sale or lease of supplies, materials, services and property. Involves: Ensure conformance with Federal, State and City statutes, rules, regulations, policies and procedures. Direct preparation of specifications and approval or rejection of bids. Negotiate terms of purchases and adjustments with vendors. Oversee contracting of City construction projects. Oversee asset management activities. Administer public auctions, trade ins and sales of used equipment and materials. Investigate and resolve complaints.

Plan, organize, coordinate and control improvement and standardization of procurement methods. Involves: Direct classifying of commodities, and assessment of market conditions and availability of widely diverse goods, services and vendors. Ensure cost effectiveness using life cycle, cost-benefit, value, price forecasting, economic order quantity, trade off, substitution, buy-lease and similar analytical techniques as well as order consolidations, placement and delivery timing, and processing automation procedures. Confer with department heads and City officials regarding purchasing software maintenance and upgrades. Includes: Formulate related policies, procedures, standards, controls and instructions. Maintain awareness of new products, technological and legal changes, supply functions and purchasing and contract administration trends and innovations.

Plan, organize, coordinate and control general departmental administrative activities. Involves: Develop long and short term plans to realize strategic goals. Oversee annual budget preparation, and monitoring of expenditures. Direct records management, and report compilation and presentation.

Supervise assigned supervisory and non-supervisory professional, managerial, and general services personnel. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinates' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants, and oversee and approve hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Performs miscellaneous related managerial and professional duties as required.

Knowledge, Abilities and Skills

- Comprehensive knowledge of centralized governmental purchasing and contract administration methods.
- Comprehensive knowledge of State and Federal statutes governing public procurement policies and procedures.
- Considerable knowledge of sources of supply, market and price trends, and varieties, qualities and uses of goods and services required by a municipality.
- Considerable knowledge of bidding, property control and office management practices.
- Considerable knowledge of accounting and cost systems and analysis techniques.
- Considerable knowledge of supervisory techniques and related personnel administration procedures.
- Good knowledge of application of automated data processing to procurement of purchasing functions.
- Ability to meet quantity, quality and timeliness goals and objectives to supply an extensive array of goods and services for the full spectrum of City departments.
- Ability to impartially and objectively exercise authority as an appointing officer to supervise subordinate employees, and recommend award or rejection of contracts.
- Ability to establish and maintain diplomatic working relationships with other departments and jurisdictions, officials, vendors and the public.

- Ability to devise, implement and broadly apply complex purchasing and contract administration practices and principles.
- Ability to compile and interpret intricate technical information, abstract considerations and nonstandard or changing situations when making decisions affecting specifications and proposals.
- Ability to communicate persuasively orally and in writing which includes preparing and presenting thorough, clear and concise reports.
- Skill in operation and care of personal and mainframe computer, and generic productivity and specialized financial systems software.

Other Job Characteristics

- Residency within the City of El Paso city limits required by date of employment.
- May work extended hours as an executive reporting to the Financial Services Chief Financial Officer.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree in Business or Public Administration, or related field, plus seven (7) years of progressively responsible professional experience performing large volume purchasing or procurement in a governmental, institutional or industrial setting which included two (2) years of each: contracts administration and supervision of purchasing professionals.

Human Resources Director

Department Head